

Access to Visitation Grant Program
Questions and Answers for the RFP – Fiscal Years 2005–2006 and 2006–2007
Applicants Teleconference
May 4, 2005

Question on Procurement:

Is the court required to do a solicitation/competitive bidding process?

Response: According to the AOC policies and procedures manual (you should consult your Court Executive Officer or other appropriate court person regarding these requirements), courts are required to do a competitive bidding/solicitation process, which may include writing a sole source justification for the proposed services to be delivered. However, because we are doing a continuation (i.e., continued funding based on same service delivery model) RFP grant application for FY 2005-2006/2006-2007, we have assumed that each court has already met this requirement per last fiscal years RFP and so the court is not required to do a new solicitation/procurement process unless the court is planning to use a “new” subcontractor agency/agencies.

Question

I need clarification on a simple matter. On the third page of the cover page, first box it asks “How long is the supervised visitation session? _____ hours? In the space in between are 5 boxes. I assume that a whole number and/or decimals should go in there. In our case, depending on the needs of the family, supervised visitation sessions are anywhere from 30 minutes (in the case of infants) to 2 hours. How can I explain it in the boxes?

Response: You can fill in what is the average and state this is the average or you can state/complete as you told me (i.e. hours vary depending on age of the child. For example, infants’ visits are 30 minutes. While for other families a visit is no more than 2 hours). The goal of the question is to know how long a typical (your greatest percentage of clients) supervised visitation session for the agency.

Question

Regarding the question how many families will be served, do you mean at a time (which for our program would be about 8), or throughout the year, which is harder to calculate b/c we have no idea how long a family will be w/ our program?

Response: Provide an estimate on how many families might be served for one year. You can base it on the number of families served from previous years.

Question

Regarding the sliding scale fees and costs is confusing to us, how can we calculate the sliding scale fee when it’s different for each family? Is this mandatory?

Response: Each court is required per the contract agreement and Family Code section 3204(c) to provide Access to Visitation services on a sliding scale based on the parent's ability to pay. The sliding scale must be developed and agreed upon by the court. The/a sliding scale may be determined according to client's income level, federal poverty rate, criteria used by the court for fee waivers, etc.

Question

Can the grantees submit a budget that includes a "cost per service rate" or must all costs for service delivery be per budget line item?

Response: Grantees may submit and will be reimbursed for FY 2005-2006/2006-2007 according to (1) budget line item according to the court/subcontractor budget form and budget narrative or (2) based on a cost per service rate. If you intend to submit a budget based on costs per service, you **MUST include** the following information: (a) describe (in the budget narrative) what the rate includes; (b) how did you arrive at the cost per service rate?; and (c) how many hours of service will the agency provide based on the cost per service rate?

Reminder: the grant program will not reimburse expenditures for intake service.

Question

What is an indirect cost? Can you provide an example of what would be included as an indirect cost?

Response: Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. These are costs that provide a benefit to the grant project. Indirect costs are classified within two broad categories: Facilities and Administration. Facilities are defined as depreciation and use allowances on buildings, equipment and capital improvements, maintenances expenses. Administration is defined as general administration and general expenses such as director's office, accounting, personnel, etc. Indirect cost rates must be based on a federally approved indirect rate and must not exceed 10% of direct salaries.

Question

Page 6, 2.4, 2. Compliance Statement for Uniform Standards of Practice for Providers of SV, Appendix I. Who at the provider agency should be responsible for signing this form? As you know, we are part of a larger organization so should it be our legal department, our president/CEO, our Executive Director or the person most knowledgeable with the standards and the program's level of compliance?

Response: The compliance statement is acknowledgement by the non-profit organization that all of their visitation providers are in compliance with the Uniform Standards of Practice for Providers of Supervised Visitation. Either the

executive director or the program director responsible to make sure the visitation providers are in compliance should sign the statement.

Question

On Page 7, 8. Compliance with Public Law 103-277, part C, Tobacco Smoke, 1994 Pro-Child Act. Is this a particular form or is it a statement within the program narrative?

Response: This is general federal requirement that is part of the general contract and referenced here again.

Question

Page 7, 9. Compliance with nondiscrimination requirements. Same as directly above, a form or statement in the program narrative?

Response: This is general federal requirement that is part of the general contract and referenced here again.

Question

On page 15, Project Work Plan, Appendix E. Is this to be submitted as a one year (quarters 1-4 in RFP) or do we submit as 2 years (quarters 1-8)? The Budget forms and budget narrative specify (in bold) one year because nothing is specified for the Work Plan.

Response: Work plans are for one year only. In Year 2, you will submit another one.

Question

Page 20. Salaries: Should we submit a similar proposal to the one submitted 2 years ago (with salary increases where appropriate) to assure that we are a continuing project? Will previously submitted proposal budgets be looked at/considered?

Response: You should submit a one year budget (see samples as guide) and if you need to project increases per salary then this should be reflected. Previous budgets will not be reviewed.

Question

Travel and Training Expenses: Is it your intent to offer training at the AOC, CFCC annual statewide institute or should we focus only on the Nov. 05 local training? Or will both be considered appropriate for the proposal? The statewide institute has always been invaluable to Rally over the years and I hope this will be available. Also, will there be a cost for the Nov. 05 training on a per participant basis?

Response: Your RFP application budget MUST include expenditures set aside for the required Nov. meeting. Meals will be provided for the Nov. meeting, but

depending on how many staff you send (no limit), you all may incur parking/taxi expenses, which are reimbursable under your--SF--A/V grant. The Nov. meeting is separate from the annual Statewide. It is my hope to provide one-day training in April 2006 for A/V grantees, and grantees will be invited to stay the next day (Friday) and attend the conference and workshops all day. If you would like to attend, then this should be indicated in the budget.

Question

Page 30 Match, 20% requirement

Pages 31 & 34 Subcontractor Budget Match, 20% requirement Are these matches a total of 40% requirement or does one carry over from the other? We just need clarification because it seems like 20% is required by the Court and the subcontractor.

Response: Only 20 percent match of your whole budget is required. The 20 percent match can be either cash or in-kind but it needs to be under the allowable expenditures.